



APPLICATION FOR RECORDS RETENTION SCHEDULE

860516-02

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Construction Division District Offices Construction Management of Supervision	Application Number 86-37	
Application Number		Date Received MAY 16 1986	Date Completed JUN 5 1986
2. Person to Contact Martha Beck		Working Title Records Management Officer	Telephone Number 656-6861
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ Present _____		5. Records Series Title (followed by title used in office, if different) (DIVISION-WIDE COMMON SCHEDULE) HIGHWAY PROJECT CONSTRUCTION PLAN FILES (DISTRICT OFFICE REFERENCE FILES)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Construction Division is responsible for Construction Supervision and Management state-wide through the Department's seven district offices. Centrally the Division also controls materials quality through its central laboratory (and six branch laboratories) and process all construction pay statements through its Office of Contract Administration. Through its district organizations, all construction project activities are directly managed and documented by local engineering technical personnel. The documentation includes, but is not limited to project diaries which reflect daily progress and conditions on the project; inspection diaries which reflect quantity of material that was placed on the project; and pay item records are the types of records which are the subject of this standard.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining non-reproducible local public reference copies of as built construction plans. Included are: copies of highway project construction plans (2' X 3' engineering drawings), and related project documentation. File is arranged: numerically by project number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Needed for daily reference during course of construction project			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 15-20 cu. ft. each district			

	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? Back-up to original until microfilmed (after project is closed)
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Preconstruction Division, Office of Road and Airport Design retains official files for the Department
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | unknown _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Reference copies needed for active reference during the course of the construction project, and needed after project closure in the event of emergency or ongoing repairs. It would be difficult to obtain quickly from General Office in the event of emergency.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

When project is closed, remove from active file and place in inactive file; hold inactive file in current files area until no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Alva R. Byrom	5/9/86	Martha B. Beck	5/8/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	6-4-86
		Secretary of State/Designee	5/16/86
		Attorney General/Designee	5/20/86